

**COMPENSATION BOARD
LIDS ADVISORY COMMITTEE
MINUTES**

Regular Meeting.....November 13, 2003
Location.....Danville City Jail
401 Patton Street
Danville, Virginia 24541

Members Present.....Alice Coe, Compensation Board
Anne Wilmoth, Compensation Board
Sue Kelly-Graham, Compensation Board
Oliver Bradshaw, Compensation Board
Karen Day, Danville City Jail
Ron Wise, Alexandria City Jail
Debbie Hamlet, Blue Ridge Regional Jail
Tina James-Carrier, Petersburg City Jail
Carol Moye, Prince William/Manassas Regional Jail
Peggy Gebauer, Roanoke City Jail
Bruce Folks, Rockingham County Jail
Charlie Gray, Virginia Beach City Jail
James Creech, Virginia Criminal Sentencing Commission
Jane Beamon, Western Tidewater Regional Jail

Visitors.....Denise Oliff, Prince William/Manassas Regional Jail
Geraldine Knight, Western Tidewater Regional Jail

Absent.....Patty Leonard, Rappahannock Regional Jail
Reginald Tinsley, Richmond City Jail
Felicia Berger, Department of Corrections

9:00 a.m. Thursday, November 13, 2003
Danville City Jail, 401 Patton Street, Danville, Virginia 24541

I. Opening Remarks

Karen Day welcomed Committee to Danville City Jail.

Alice Coe, Anne Wilmoth and Sue Kelly-Graham thanked Karen Day for hosting the meeting and providing pastries, coffee, beverages and lunch.

II. 8-13-03 Minutes

Committee approved Minutes. No changes.

III. LIDS Enhancement Update

- Inquiry
 - a. Insurance number inquiry needs to have the capability to search by name – goal is December 31, 2003. Expect changes between January 1 and 20, 2004.
- Reconciliation
 - a. Financial reconciliation needs to change so they can view details of adjustment-by-adjustment category – Bill Copley is developing. Goal is January 31, 2003.
- Report Request
 - a. Charlie Gray of Virginia Beach City requested detainer report be developed that lists inmates having detainers. Anne Wilmoth, Compensation Board, placed the detainer report in test mode CIDH on LIDS for member testing. Board voted that this be an ad hoc report -- requested on an as-needed basis.
- FIPS 888 Out of State/Federal Inmates – Mary Payton, Norfolk City Jail
 - a. Committee voted to include Reason Confine codes 73 (Held for Federal Authority/District of Columbia), 74 (Held for Out of State Authority), and 79 (Held for Out of State Holds and/or Overnight Transports) with the 888 (unspecified) hold – completed.
- Update Offenses – Cindy, Angle, Montgomery County
 - a. When updating one offense, give the ability to press Enter and automatically go to the next offense. Committee approved adding a tag to update offenses – goal date is February 28, 2004.
- Enhancement to Financial Reconciliation Screen – Alice Coe, Compensation Board recommended
 - a. Will require LIDS user testing. Committee approved – goal date is March 31, 2004.
- Restructuring/grouping of Forms Maintenance reports
 - a. All data has been moved into the test arena. Anne Wilmoth requested that everyone test to make sure what they request is the actual report they requested.
- Payment Status Report
 - a. Goal date is February 28, 2004.

IV. Forwarded/Continued from last meeting

- LIDS Enhancements
 - a. Altering the possible error report and the data integrity report so that if a sentence length is not within the sentencing guidelines, it will kick out as a possible error/data integrity issue. Committee voted to table this issue until OTN (Offense Tracking Number) is in effect. Anne Wilmoth will give status update after ICJIS meeting. Goal date July 2004. *Progress report update at the February 2004 meeting.*
 - b. Sentence Length Within Sentence Guidelines analysis and program revisions. *Progress report update at the February 2004 meeting.*
 - c. Jail Roster Report – Karen Day, Danville City Jail, requested that a DNA/SID# report be developed and added to Forms Maintenance. Committee approved the inclusion of the SID# on the report. Do we want to include it on the DNA Sampling report? Completed.
- Report Requests
 - a. Reginald Tinsley, Richmond City - A new report that compares current roster or ending count with ending count of previous month that reports the plus and minus details of commits and releases, and details inmates currently committed that were not committed in previous ending count and inmates that were released who were active in the previous ending count. Reginald Tinsley could not attend meeting. *Forwarded to February 2004 meeting.*
 - b. Debbie Hamlet, Blue Ridge Regional Jail - A new report to capture local responsible and state responsible inmates. The report has been developed and to be placed into production. Anne Wilmoth will e-mail screen prints to Committee members to review. New Forms Maintenance Payment Status report will accomplish this. Debbie Hamlet will test and inform Committee if anything further is necessary.

V. New Issues

- LIDS Enhancements
 - a. Micah Meadows, Fauquier Co. Jail – Requested new disposition code 'HA' Held by Agreement to identify Held by Agreement inmates who are also Work Release inmates. Anne Wilmoth and Alice Coe will contact someone at the Department of Corrections to obtain a report with JCB and work release inmates, and held by agreement (cadre) inmates. Then possibly develop a Forms Maintenance report and possible error. *Forwarded to February 2004 meeting.*
 - b. Ron Wise, Alexandria City – Is it possible for LIDS to be updated to allow updating multiple confinements in LIDS using a pick list? Committee agreed that this should be an adjustment piece. A new option will be developed and added to LIDS to allow multiple adjustments. Charlie Gray, Ron Wise, and Bruce Folks volunteered to work with Anne Wilmoth on this. This is also a training issue. *Forwarded to February 2004 meeting.*
 - c. Cindy Angle, Montgomery Co. Jail – Requests that LIDS be updated to allow Re-commit No New Charges for inmates released to Federal authority (Release Reason 51). Committee approved. The change will go into effect November 30, 2003.
 - d. Anne Wilmoth, Compensation Board – Should LIDS security table be altered to allow multiple LIDS users to certify and approve LIDS reports? (Refer to Pg. 3 of October LIDS Newsletter). Committee agreed that certification/approval authorization be limited to a total of three per facility. And if Sheriff/Superintendent requests more than one person, a letter should be emailed, faxed or mailed to the Compensation Board to be placed on file. LIDS development goal date is July 1, 2004.
 - e. Debbie Hamlet, Blue Ridge Reg. Jail – Requests that Disposition Code 'SC', Sentence Completed, be added to LIDS. (Refer to Pg. 1 October LIDS Newsletter). Committee agreed that LIDS be updated to allow future dates and update the reason confined, if necessary. A new Reconciliation report to be developed to add to Forms Maintenance showing inmates with combination ordinance, felonies, and misdemeanors. LIDS development goal date is December 1, 2003.
It is not mandatory to use the Offense Disposition Code 'SC' and force additional edits to be placed in LIDS. From an audit perspective, after January 1, 2004, auditors will expect to see the 'SC' used if inmate is still confined 1/1/04. Does not affect inmates confined prior to 1/1/04.
Forwarded to February 2004 meeting.
 - f. New Disposition Report will be developed in Forms Maintenance – Routine, Reconciliation and Inmate Status reports. LIDS development goal date is February 28, 2004.
 - g. The VCC Search report will be updated to allow wild card search.

VI. Status Update

- Restructuring/grouping of Forms Maintenance. Committee agreed to the following:
 - a. Collapse Pre-trial reports into a single report with various options
 - b. Forms Maintenance, Option 1, Inmate Status Reports - Option L, Search by Local ID will be moved to Inquiry.
 - c. Held By Agreement report will be added to Forms Maintenance reports, Option 1, Inmate Status Reports - Option L and Option 3, Financial Reports - Option C.
 - d. Possible Duplicate Confinement Report will be developed and added to Option 3, Financial Reports - Option D and Option 4, Reconciliation Reports - Option 10.
 - e. Time in Jail report will be developed and added to Option 4, Reconciliation Reports - Option 11.

VII. New Issues

- Oliver Bradshaw, Compensation Board, recommended adding Disposition Code matrix to LIDS Users Guide to show which offense disposition code that LIDS keys on their alternative programs, regular confinements and pending charges during their types of confinement. Committee agreed that the matrix should list exceptions only. Debbie Hamlet, Ron Wise, and Charlie Gray volunteered to work with Oliver Bradshaw to develop the exception list and will send to Committee members in January to discuss at the February 2004 meeting.
- Bruce Folks, Rockingham County requested adding the ability to search by Immigration ID in Inquiry. DID COMMITTEE APPROVE? NO
- Bruce Folks, Rockingham County, requested that Inquiry be updated to verify prisoner SSN and verification date. YES
- Bruce Folks, Rockingham County, reported that the SSN change not handling SID change properly. The CB will add back to the problem log. YES
- Jim Creech, Virginia Criminal Sentencing Commission (VCSC), reported that the VCSC is forming up group legislation restructuring Statute 18.2 and is looking for public comment. Anyone interested in commenting, request the website address by sending Jim an email: jcreech@vcsc.state.va.us

- Carol Moye, Prince William/Manassas Reg. Jail, asked if the CB could make better contacts with Social Security Administration. Committee suggested contacting SSA's Richmond contact, Judith Hopkins, who spoke at the 2002 LIDS Conference, phone number: 804-771-2921 email address: Judith.Hopkins@ssa.gov
- Bruce Folks, Rockingham County, reported that another jail is receiving a message that prisoner is 18 days old. CB will change batch and online error if inmate < 10 years old
- Alice Coe, CB, will find out if it's possible to have a LIDS Conference in 2004.

VIII. Discuss Future Quarterly Committee Dates

- a. February 12, 2004 – Felicia Berger, DOC, 6900 Atmore Drive, Richmond
- b. May ____, 2004 – Alice Coe, South Hill, VA Residence
- c. August ____, 2004 – Bruce Folks, Rockingham ?